

Individual Mobilization Augmentation (IMA) Program

Headquarters
Department of the Army
Washington, DC
23 November 1994

UNCLASSIFIED

SUMMARY of CHANGE

AR 140-145

Individual Mobilization Augmentation (IMA) Program

This revision--

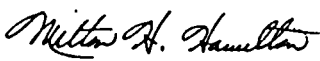
- o Updates HQDA Staff Directorates' responsibilities in managing and administering the IMA Program (para 1-7).
- o Provides new guidance for documentation of IMA requirements to include allocation and distribution authorizations (para 1-7).
- o Outlines specific procedures needed to activate IMA soldiers during contingency operations including a Presidential Selected Reserve Call-Up with or without a declaration of national emergency (para 5-2).
- o Establishes guidelines for the assignment of DIMA personnel to proponent agencies (para 2-5).

Individual Mobilization Augmentation (IMA) Program

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:


MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This update printing publishes a revision of this publication. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation, which establishes policies and procedures for the employment, utilization, and management of the Individual Mobilization Augmentation (IMA) Program, has been revised. It defines responsibilities and general guidance for program management. This regulation also contains

specific procedures for activating IMA soldiers during various contingency operations including a Presidential Selected Reserve Call-Up (PSRC), with or without a declaration of national emergency.

Applicability. This regulation applies to the U.S. Army Reserve and all Active Army commands and agencies that have documented mobilization requirements designated for fill by IMA soldiers per AR 310–49(The Army Authorization Document System).

Proponent and exception authority. The proponent of this regulation is the Chief, Army Reserve(CAR). The CAR has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The CAR may delegate this approval authority, in writing, to a division chief under their supervision, within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions in accordance with AR 11–2, but does not contain checklists for conducting management control reviews. Alternative

management control reviews are used to accomplish assessment of management controls.

Supplementation. Supplementation of this regulation and the establishment of forms other than DA forms are prohibited without approval from HQDA(DAAR–PE) WASH DC 20310–2400.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAAR–PE), WASH DC 20310–2400.

Distribution. Distribution of this publication is made in accordance with the requirements of DA Form 12–09–E, block number 2112, intended for command level B for Active Army, D for Army National Guard, and A for U.S. Army Reserve.

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Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policies and procedures governing the management and administration of the United States Army Reserve (USAR) Individual Mobilization Augmentation (IMA) Program. It provides general guidance, defines specific responsibilities, and outlines procedures to—

- a. Establish and document IMA and Drilling IMA (DIMA) requirements.
- b. Allocate and document IMA authorizations.
- c. Select, assign, and remove IMA soldiers.
- d. Train IMA soldiers.
- e. Order IMA soldiers to active duty.
- f. Administer the DIMA Program.

1-2. References

Required and related publications and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Objectives

The overall objective of the IMA program is to facilitate the rapid expansion of the Active Army wartime structure of the Department of Defense and/or other departments or agencies of the U.S. Government to meet military manpower requirements in the event of military contingency, pre-mobilization, mobilization, sustainment and/or demobilization operations.

1-5. Concept of operation

a. The projected military manpower requirements needed to respond to future contingency operations and/or actual mobilization, far exceed the Army's normal peacetime staffing levels. Many of these military manpower requirements must be filled early on during the initial stages of an emerging crisis and well before a partial or full mobilization is declared. These requirements must be filled with qualified soldiers who are able to report to and perform their assigned duties without delay, orientation or post mobilization training. This objective is accomplished by preassigning qualified members of the Army's Selected Reserve to mobilization required positions. These positions have been specifically designated and documented to augment Active Army units and/or other authorized agencies of the U.S. Government. Soldiers selected for assignment to these positions are known as individual mobilization augmentees (IMA) or drilling individual mobilization augmentees (DIMA). IMA/DIMA soldiers are trained in peacetime so that they are able to perform their designated duties when ordered to active duty.

b. IMA, as Selected Reserve members, are subject to immediate, involuntary order to active duty whenever a Presidential Selected Reserve Call-Up (PSRC) is invoked under 10 USC 673 b. IMA soldiers are also subject to involuntary order to active duty in time of war or national emergency when declared by the President or Congress under title 10, USC, sections 672 and 673.

c. IMAs must be assigned to an authorized military mobilization billet which has been properly documented on an organization's Mobilization Table of Distribution and Allowance (MOBTDA) or Modified Table of Organization and Equipment (MTOE) per AR 310-49, (The Army Authorization Document System (TAADS)).

d. Under 10 USC 270 and DOD Directive 1235.11, IMA soldiers are required to perform a minimum of 12 days of annual training (AT) per year with their assigned IMA proponent agency. While the scope and nature of an IMA soldier's training is largely determined by their unit, all such training will be focused on those specific duties and responsibilities the soldier will be expected to perform when ordered to active duty.

e. IMA training will be funded by the Office of the Chief, Army

Reserve (OCAR) to the extent necessary to support the overall objectives of the IMA program specified in DOD Directive 1235.11. Supported IMA proponent agencies will be appropriately advised of any budgetary constraints which may limit the execution of the IMA Program's goals and objectives.

f. Additional periods of inactive duty training (IDT) without pay, for example, for retirement points only, are authorized for both IMA and DIMA soldiers under AR 140-10 and AR 140-185. Additional periods of IDT for pay, may also be authorized by OCAR for DIMA soldiers within the constraints of its annual operating budget.

g. The augmentation of Active Army IMA proponent agencies by IMA soldiers to support mobilization and/or other military contingency operations is appropriate when —

(1) The organization being augmented is an Active Army organization and/or other authorized agency of the Department of Defense or U.S. Government which has documented its mobilization manpower requirements per AR 310-49.

(2) The requirement must be filled on or before mobilization (M-day).

(3) The requirement is of such importance that periodic peacetime training is required to ensure that the soldier is able to function effectively when ordered to active duty.

h. IMA soldiers will be assigned to documented and approved mobilization required positions and will not be used to resolve peacetime manning shortfalls within Active Army agencies.

i. A selected number of MOBTDA/MTOE positions which have been determined to require an even higher level of proficiency on the part of an incumbent may be considered for designation as DIMA positions. Assignment to a designated DIMA position allows a soldier to perform a prescribed number of additional periods of IDT per year. This is with or without pay, in addition to their mandatory 12 days of annual training, to become and remain proficient in their assigned duties.

j. IMA soldiers may be assigned to OSD, the Joint Staff, and other Defense and non-DOD agencies under the policies and procedures established by DOD Directive 1235.11, Management of IMAs.

1-6. Organization, command, and control

a. *Command/communication channels.* Communication channels for managing IMA soldiers will be established between the IMA proponent agency to which the soldier is assigned and U.S. Army Reserve Personnel Center (ARPERCEN). This will provide centralized personnel management and administrative support for the overall USAR IMA Program. Direct communication and coordination between all IMA proponent agencies, ARPERCEN, and the individual IMA soldier on all matters pertaining to personnel management, training and utilization is authorized and encouraged.

b. *USAR Control Group (IMA).* In accordance with AR 140-1, chapter 2, Control Group (IMA) consists of those Ready Reserve nonunit soldiers who have been assigned by ARPERCEN to appropriately documented positions on the Mobilization TDA (MOBTDA) or Modified Table of Organization and Equipment (MTOE) of an Active Army unit/organization or authorized agency of the U.S. Government.

c. *IMA detachments.* IMA's may be formed administratively into IMA detachments for ease of management, training, and accountability. IMA detachments will have as an organizational mission the support of the organization to which the soldiers are assigned. Such detachments may be comprised of IMA and non-IMA soldiers who volunteer to perform IDT in support of their parent organization for retirement points. Some organizational guidelines for IMA detachments include the following—

(1) The detachment training program must be approved by the parent IMA proponent agency.

(2) The detachment must have at least five Army IMA's whose individual training interests support the mission of the proponent agency. There is no limit to the number of personnel from other U.S. Armed Forces who may be attached. Normally, only persons

holding IMA assignments to the IMA proponent mobilization organization will be attached for training. However, other qualified soldiers may be attached when the commander of the proponent agency, together with CG, ARPERCEN, specify.

(3) No specific organizational structure is prescribed for IMA detachments. However, command and control structures should be designed to facilitate the management and training of attached IMA soldiers to best support the parent organization.

(4) All requests to establish an IMA detachment should be coordinated by the supported organization with Headquarters, Department of the Army (HQDA), (DAAR-PE) and with ARPERCEN(ARPC-MOI-M) to ensure that appropriate personnel management and administrative procedures are established.

1-7. Responsibilities

a. The Deputy Chief of Staff for Personnel (DCSPER) HQDA will—

(1) Develop and manage the Army IMA Program to support military operations within the priorities established by DCSOPS.

(2) Within the overall framework of the Army's Military Manpower Program, establish goals and objectives for the IMA Program and together with the Chief, Army Reserve (CAR) establish appropriate policies and procedures for effectively managing and administering the IMA Program.

(3) Approve requirements for all general officer IMA positions and publish policies and guidance for managing IMA general officers per AR 135-156.

b. Deputy Chief of Staff for Operations and Plans (DCSOPS)HQDA will —

(1) Develop, publish, and maintain appropriate IMA call-up plans, policies and procedures to support the Army's overall plans for various contingencies, crisis or mobilization.

(2) Maintain The Army Authorization Documents System (TAADS)through which IMA requirements are documented and IMA authorizations are allocated.

(3) Allocate and distribute all available IMA authorizations as necessary to best support the Army's highest priority commands/agencies based on their respective missions. (IMA allocation and distribution decisions will normally be reviewed and updated by HQDA, DCSOPS (DAMO-ODM) every 2 years, unless the Army's authorized IMA strength is dramatically altered by Congressional appropriation action in the year of execution)).

(4) Receive, validate, and approve requests from IMA proponent agencies which require the activation of their assigned IMA soldiers to support involvement in an authorized contingency operation. All such requests will be coordinated with the DCSPER to ensure that they can be appropriately supported and funded.

c. The Chief, Army Reserve (CAR) will —

(1) Serve as the functional proponent and appropriations director for the Army IMA Program within HQDA.

(2) Advise the Army leadership on the Reserve-unique aspects of the IMA Program.

(3) Participate in developing and implementing appropriate plans, policies, and procedures to support the statutory and DOD directed goals and objectives of the IMA Program.

(4) Develop, coordinate, and implement appropriate plans, policies, and procedures to ensure the efficient operation of the IMA Program and otherwise oversee the management and administration of the IMA Program.

(5) Plan, program, and budget for sufficient IMA/DIMA authorizations to support the documented IMA/DIMA requirements of the Army, the Department of Defense and/or other authorized departments and agencies of the U.S. Government.

(6) Provide HQDA DCSOPS with information regarding the number of IMA authorizations available for distribution based on the annual endstrength of the Selected Reserve as authorized by Congress and apportioned by the CAR.

(7) Consider and approve requests for DIMA authorizations based on annual budget limitations and otherwise coordinate the

allocation of DIMA authorizations with HQDA DCSOPS to support the Army's highest priority requirements.

(8) Serve as approval authority for all requests for exceptions to policy submitted under this regulation.

d. The Commanding General (CG), ARPERCEN will —

(1) Screen, identify, and assign qualified members of the Individual Ready Reserve (IRR) to documented IMA positions per HQDA DCSOPS priorities.

(2) Provide centralized personnel management and administrative support services for all IMA soldiers under the USAR Officer/Enlisted Personnel Management System.

(3) Coordinate the assignment and reassignment of IMA soldiers with supported organizations to meet current and projected IMA personnel requirements.

(4) Manage funds budgeted by the OCAR to achieve annual IMA endstrength, training, and other program objectives as specified.

(5) Provide and issue AT and/or active duty for training (ADT)orders as required to support the mandatory training and professional development education (PDE) requirements of IMA soldiers, funds permitting.

(6) In coordination with HQDA, develop and maintain appropriate plans, policies, and procedures to support the rapid activation of IMA soldiers.

(7) Develop and implement appropriate personnel management policies and practices to effectively manage and administer the IMA Program on a day-to-day basis.

(8) Maintain an updated personnel and assignment data base on the IMA force which accurately reflects personnel assignment data at the Unit Identification Code (UIC), paragraph/line, grade/AOC/MOS level of detail, based on approved authorization documents.

(9) Prepare and provide monthly strength and status reports to HQDA (DAAR-PE) as required to facilitate overall program management decisions.

(10) Coordinate the reassignment of IMA soldiers after 4 years of service with an IMA proponent agency for appropriate career enhancement/professional development purposes should an equally qualified replacement be available.

e. The CG, U.S. Army Recruiting Command will plan for, develop, and implement such policies and procedures to support IMA recruiting efforts as directed by HQDA.

f. The Chief of Chaplains, the Judge Advocate General, and the Surgeon General will coordinate with CG, ARPERCEN to identify and establish special criteria for selecting and assigning officers to documented Chaplain, Judge Advocate, and Medical Officer IMA positions.

g. IMA proponent agencies will —

(1) Document their IMA requirements on their MOBTDA/MTOE documents per AR 310-49. All questions pertaining to the proper documentation of IMA requirements and authorizations which are not addressed in this regulation should be referred to HQDA ODCSOPS (ATTN: DAMO-ODM) or USAFISA (ATTN: MOFI-DOC).

(2) Provide ARPERCEN with an appropriate job description for all DIMA positions, as well as all other IMA positions, which may require special skills and qualifications to facilitate ARPERCEN efforts to identify and assign qualified soldiers.

(3) Plan and provide for necessary training to ensure that assigned IMA soldiers are able to perform their designated duties when ordered to active duty. IMA proponent agencies must therefore develop appropriate individual training plans, ensure adequate supervision, render annual performance evaluations, and otherwise support the basic clothing and equipment needs of their assigned IMA soldiers.

(4) Coordinate, arrange and schedule AT periods for their assigned IMA soldiers.

(5) Forward a DA Form 2446 (Request for Orders) to ARPERCEN(ATTN: ARPC-MOI-SO) to formally request AT for their assigned IMA soldiers no later than 60 days before the desired start date of such training.

(6) Plan for and develop appropriate contingency plans to facilitate the rapid order to active duty of their assigned IMA soldiers in the event of an emerging crisis, emergency, or mobilization.

(7) Coordinate with ARPERCEN to appropriately realign/reassign their IMA soldiers based on documented changes to their MOBTDA/MTOE. Prior coordination of MOBTDA/MTOE changes is encouraged to facilitate the timely completion of required personnel actions.

h. IMAs will —

(1) Coordinate directly with their respective IMA proponent agency to arrange and schedule their AT and/or any other training period to best meet their own personal availability as well as their proponent agency mission requirements. Following such coordination, IMA soldiers will prepare and submit a DA Form 1058-R, (Application For Active Duty For Training, Active Duty For Special Work, and Annual Training For Soldiers of the Army National Guard and U.S. Army Reserve) to their proponent agency formally requesting and specifying the periods of such training.

(2) Maintain their eligibility to train by coordinating with their ARPERCEN personnel manager to ensure that required height/weight, medical, security clearance, and all other assignment prerequisites are met.

(3) Develop and maintain proficiency in their assigned duties.

(4) Participate in all required military professional development education and training required to remain tactically and technically proficient as a USAR soldier.

Chapter 2 IMA Requirements

2-1. IMA positions

The establishment of IMA positions should conform to the basic purpose of the IMA Program which is to provide IMA proponent agencies with the ability to quickly augment their organizations with qualified Selected Reserve soldiers in the event of a crisis/emergency or mobilization. Therefore, an IMA position must—

a. Require the assignment of a soldier (AR 570-4)

b. Be an authorized MOBTDA or MTOE position established under AR 310-49.

c. Be with an Active Army/DOD proponent agency which is willing to assume responsibility for the peacetime training of an assigned IMA soldier for the designated position.

2-2. Propensity for IMA positions

a. Only those Army commands and agencies specifically listed in AR 310-49 are considered to be proponents for Manpower Authorization Documents and, as such, are authorized to document their mobilization manpower requirements per TAADS. Neither OCAR nor ARPERCEN have the authority to establish or approve IMA positions on manpower authorization documents other than their own.

b. MOBTDA's and MTOE's will be prepared by TAADS proponents and forwarded to Commander, U.S. Army Force Integration Support Agency (USAFISA). Only HQDA, ODCSOPS can approve MOBTDA/MTOE per AR 310-49. Upon receipt of documents that are within HQDA ODCSOPS approved force structure levels, USAFISA will extract those positions which have been properly coded for fill by IMA soldiers and transmit this information to ARPERCEN for appropriate personnel assignment action.

c. Only those IMA positions which have been appropriately documented and approved by HQDA DCSOPS will be considered to be valid IMA requirements.

d. Proponents of TAADS documents should ensure that they select and document the most appropriate personnel manpower category necessary to support their mobilization manpower requirements. Appropriate consideration should be given to placing military retirees and/or civilian personnel in these positions during the development of these documents.

e. AR 310-49 also provides additional guidance for preparing and submitting MOBTDA's for other than DOD organizations. These include Federal Emergency Management Agency (FEMA) and Selective Service System (S3) that are satellited on HQDA for their authorization documents.

f. Joint Tables of Mobilization Distribution (JTMD) will be prepared by unified and specified commands per the policies and procedures established by the Office of Joint Chiefs of Staff (OJCS). JTMD's will be prepared by these commands and submitted to OJCS for appropriate review and approval. OJCS approved JTMD documents which require augmentation by Army IMA soldiers will then be forwarded to HQDA ODCSOPS for appropriate prioritization, resourcing, and allocation actions. This will occur before being submitted to OCAR for appropriate personnel assignment action.

2-3. IMA position coding

a. IMA positions are mobilization required positions which are established and documented according to AR 310-49.

b. Recent changes to IMA documentation procedures have been implemented by HQDA DCSOPS to facilitate the allocation and distribution of IMA authorizations to support the Army's highest priority requirements. These changes have been sent to the field through appropriate messages. They will be formally incorporated into AR 71-14, Force Development which will replace AR 310-49. In the interim, IMA proponent agencies requiring additional guidance on IMA documentation procedures should refer questions to HQDA ODCSOPS (ATTN: DAMO-ODM) or USAFISA (ATTN: MOFI-DOC).

c. Only those military manpower requirements considered to be essential to support/augment an Active Army command/agency during the early stages of a crisis/emergency will be considered to be appropriate for designation as IMA positions.

d. The manpower requirements determination process is subject to AR 570-4 as well as the classification guidance found in AR 611-101, AR 611-112, and AR 611-201.

e. The basic procedures for documenting IMA requirements are the same for both MTOE and TDA units.

f. The standard remarks code "MD" identifies those positions on MOBTDA/MTOE documents to which IMA soldiers should be assigned.

g. The standard remarks code "DM" identifies those positions on MOBTDA/MTOE documents to which DIMA soldiers should be assigned.

h. The standard remarks code "ME" specifically identifies those IMA requirements which exceed a proponent agency's allocated number of IMA authorizations as provided by HQDA DCSOPS (DAMO-ODM). These "unfunded" IMA requirements should be appropriately documented to facilitate future program planning and resourcing decisions.

i. Additionally, standard remarks codes "MA" and "MB" designate those specific IMA positions which should be filled immediately in the event of a PSRC or partial mobilization respectively.

j. Using the coding procedures outlined above, IMA positions should be documented as follows:

(1) IMA positions required to support operations under PSRC will be coded as: "MD MA," or, "DM MA."

(2) IMA positions required to support operations under Partial Mobilization will be coded as: "MD MB," or, "DM MB."

(3) IMA positions which cannot be supported with an IMA authorization based on HQDA DCSOPS allocation guidance, should be coded as an unfunded IMA requirement using the code: "MD ME," or, "DM ME."

k. Other standard personnel remarks codes found in AR 310-49, appendix B, are to be used as necessary to specify other requirements of the position, such as required security clearance. In the absence of a specific code to designate other required qualifications, commands are encouraged to provide ARPERCEN with a detailed job description to assist ARPERCEN personnel managers in identifying, selecting, and assigning qualified soldiers to documented IMA positions.

l. IMA soldiers may also be assigned to MTOE positions that are

required on mobilization but which are not authorized for fill during peacetime in units organized at less than "ALO 1." The criteria for establishing IMA positions on a MOBTDA also apply to MTOE positions. However, ARPERCEN will not automatically fill designated MTOE requirements for IMA soldiers. MTOE designated IMA positions will be filled by ARPERCEN only through a formal personnel requisition process initiated by the unit/organization. Personnel requisitions for the fill of designated IMA MTOE positions may be submitted to ARPERCEN in the format shown in figures 2-1 and 2-2.

2-4. IMA position revision

a. Proponents of TAADS documents may exercise their approval authority to document changes on their MOBTDA/MTOE documents per AR 310-49 and/or other specific HQDA guidance.

b. MOBTDA/MTOEs will be periodically reviewed, updated, and submitted to USAFISA when specified by HQDA (DAMO-ODM).

c. Only those MOBTDA/MTOE documents which have been reviewed and approved by HQDA DCSOPS will be used by ARPERCEN to fill documented IMA positions.

2-5. Drilling individual mobilization augmentee(DIMA)

a. The DIMA designation represents a special subcategory within the overall IMA Program. These authorizations have been established to support a limited number of particularly important mobilization required positions. These jobs require an incumbent to maintain an even higher level of proficiency than a regular IMA soldier.

b. This higher level of proficiency is achieved and maintained by authorizing soldiers assigned to documented DIMA positions to perform a prescribed number of additional periods of IDT, for pay, throughout the year. This is in addition to their mandatory 12 days of AT. The actual number of additional IDT periods that a DIMA soldier will be authorized to perform will not exceed 48 periods of IDT per year. They will be specifically prescribed and annotated on the orders assigning a soldier to a DIMA position.

c. DIMA position requirements will be documented by IMA proponent agencies per AR 310-49 using the standard remarks code "DM."

d. Allocation and funding of DIMA authorizations to support documented requirements is a functional responsibility of HQDA, OCAR(DAAR-PE). All requests for DIMA authorizations will be submitted by IMA proponent agencies to HQDA (DAAR-PE) for consideration. (Joint Commands should submit their requests for

DIMA authorizations through OJCS for appropriate endorsement before submission to HQDA.)

e. All requests for DIMA authorizations must be fully justified based on the importance of the position to the proponent agency. Requests must include a brief job description. Job descriptions will include the UIC, paragraph, line number, grade, military occupational specialty/area of concentration (MOS/AOC), job title, and a brief outline of the specific duties and responsibilities to be performed. Proponent agencies will also specify if any other special education, skills, or qualifications are required. All requests will be considered and approved by HQDA OCAR based on overall IMA allocation priorities established by HQDA DCSOPS and available program funding.

f. The number of DIMA positions authorized will be determined by availability of funds and will not exceed 10 percent of the established IMA authorizations for that fiscal year. IMA proponent agencies will be allowed to request positions based on this formula. Exceptions to policy for additional positions will be reviewed on a case-by-case basis.

g. This regulation establishes the annual number of drills for DIMA personnel at 24 per year. Requests for exceptions to this policy to allow for 36 or 48 drills annually will be reviewed by HQDA OCAR (DAAR-PE). The formula for determining the overall number of exceptions will not exceed 1 percent of the total IMA authorizations for that training year. Exceptions to policy will be closely monitored.

h. Under the terms of an existing Memorandum of Agreement, IMA soldiers assigned to the Selective Service System are considered to be DIMAs and are authorized to perform 48 periods of IDT per year when funding permits. In addition, these soldiers may also fragment their AT as necessary to meet specific mission requirements.

i. Federal Emergency Management Agency (FEMA). IMA soldiers assigned to FEMA Civil Preparedness Support Detachments (CPSD) are also considered to be DIMAs and are authorized, when funding permits, to perform up to 48 periods of IDT per year in addition to their normal AT. FEMA CPSD IMAs may also fragment their AT as necessary to meet specific mission requirements. Annual evaluation reports for FEMA IMAs are required NLT 90 days following the anniversary date of the soldier's original assignment date.

(TAADS Proponent Letterhead)

AFVF-C

Date

MEMORANDUM FOR COMMANDER, ARPERCEN, ATTN: ARPC-MOI, 9700 Page Blvd., St. Louis, MO 63132-5200

SUBJECT: Request for Assignment of an Individual Mobilization Augmentee (IMA)

1. Reference: MTOE 17052HFC01 FC0179 HHT, 3dACR, WAY8AA.
 2. Request appropriate action be taken to assign a qualified IMA soldier to the following IMA position which has been documented per the above reference:
- | Para | Ln | Position | Gr | MOS | ASI/LIC | Br | ID | Rmks |
|------|----|-----------------|----|-----|---------|----|----|--------|
| 105 | 01 | Liaison Officer | 03 | 12A | | AR | 0 | MD, MA |
3. Selected individual should have completed 50 percent of Command and General Staff College.
 4. Point of contact is MAJ Starr, DSN 978-6002.

FOR THE COMMANDER:

ERIC K. INESKI
Major, AR
Adjutant

Figure 2-1. Sample format for an IMA requisition for assignment to a documented IMA MTOE position.

(TAADS Proponent Letterhead)

AFVF-C

Date

MEMORANDUM FOR COMMANDER, ARPERCEN, ATTN: ARPC-MOI, 9700 Page Blvd., St. Louis, MO 63132-5200

Subject: By-name Request for Assignment of an Individual Mobilization Augmentee (IMA)

1. Reference: MTOE 17052HFC01 FC0179 HHT, 3dACR, WAY8AA.
 2. Request appropriate action be taken to assign Captain John G. Zornig, SSN XXX-XX-XXXX, if otherwise qualified, to the following IMA position which has been documented IAW the above reference:
- | Para | Ln | Position | Gr | MOS | ASI/LIC | Br | ID | Rmks |
|------|----|-----------------|----|-----|---------|----|----|--------|
| 105 | 01 | Liaison Officer | 03 | 12A | | AR | 0 | MD, MA |
3. Point of contact is Major Starr, DSN 978-6002.

FOR THE COMMANDER:

ERIC K. INESKI
Major, AR
Adjutant

Figure 2-2. Sample format for a by-name request for assignment to a documented IMA MTOE position.

Chapter 3 Personnel Management and Administration

3-1. Selection, assignment, and utilization

a. General.

(1) The principal source of candidates for assignment to approved IMA positions is the IRR. IRR soldiers may be selected by the CG, ARPERCEN for assignment to IMA positions provided that the soldier possesses the appropriate grade and possesses and/or can acquire the necessary skills and security clearance required by the position. Obligated and otherwise qualified IRR soldiers may be assigned to IMA positions by ARPERCEN without their consent whenever regulatory geographic restrictions can be met.

(2) Otherwise qualified soldiers who transfer from either the Active Army, a USAR troop program unit (TPU) or the Army National Guard (ARNG) to the IRR, are eligible for further assignment to an IMA position under AR 140-10 and AR 140-158. However, accession and gain to the IRR is a prerequisite for all IMA assignments.

(3) Soldiers who volunteer for IMA positions which have been designated and approved as being nominative by OCAR will submit an updated officer record brief (ORB) and/or a Personnel Qualification Record (PQR) DA Form 2-1, (Part-II) or DA Form 2A (Part I-Enlisted Peacetime)/DA Form 2B (Part I-Warrant Officer Peacetime) to their personnel management officer (PMO) or personnel management noncommissioned officer (PMNCO) at ARPERCEN.

Soldiers may request assignment consideration for all non-nominative IMA positions in writing or by simply calling their PMO or PMNCO at ARPERCEN.

(4) Soldiers who have been requested "by-name" for nominative positions by an organization will be given every consideration for such assignments by CG, ARPERCEN. This is provided they meet all of the other eligibility requirements specified in this regulation.

(5) Potential IMA candidates are required to have the following prerequisites:

(a) A current medical examination, to include an over 40 cardiovascular screen if required.

(b) Meet the height and weight standards specified in AR 600-9.

(c) Not be within 1 year of mandatory retirement/removal.

(d) Not be under a suspension of favorable personnel actions.

(e) Have or be able to obtain the necessary security clearance required by the position.

(f) Not be subject to screening from the Ready Reserve as a key Federal or non-Federal employee under AR 135-133.

(g) Not be a DOD or HQDA employee within the same organization or operational area of the organization as the documented IMA position.

(6) Additional eligibility criteria for selection as a DIMA include—

(a) Soldiers considered for DIMA assignments must not be within 1 year of their basic date of mandatory removal (BDMR) or expiration of term of service. Officers pending an extension of their BDMR may be considered for a DIMA position only after their request for extension has been approved. Enlisted soldiers with less than 1 year remaining on their enlistment contract must extend their contract or reenlist, as appropriate, to be eligible for participation as a DIMA.

(b) DIMA soldiers are not authorized travel expenses or per diem while performing periods of IDT. Therefore, soldiers interested in being considered for assignment to a DIMA position must understand and be willing to cover these costs at their own expense. Ideally, soldiers being considered for assignment to a DIMA position should reside within reasonable commuting distance of the designated duty location. For example, within 50 miles or 90 minutes, to ensure their availability for training. However, this rule may be waived provided appropriate arrangements are made in advance between the soldier, ARPERCEN, and the supported IMA proponent agency. All such agreements must be appropriately documented in writing and submitted to ARPERCEN (ATTN: ARPC-MOI) before DIMA assignment orders are issued.

b. Nominative assignments

(1) All IMA positions within the Office of the Secretary of Defense, OJCS, Office of the Secretary of the Army, the Army Staff (including OCAR), Unified and Specified commands, FEMA, S3, and U.S. Army Medical Command and IMA positions for Inspectors General, Chaplains, and TJAG) positions are considered to be nominative. In addition, all colonel positions within all proponent agencies will also be considered nominative unless specifically waived by the proponent agency itself.

(2) Proponent agencies not specifically mentioned above that believe that some of their IMA positions should also be nominative, may request such special consideration as an exception to policy. All such requests must be fully justified and forwarded to HQDA (DAAR-PE) for appropriate consideration and approval. Requests will be considered on a case-by-case basis.

(3) For other than FEMA positions, requests for the fill of nominative IMA positions will be processed as follows:

(a) IMA proponent agencies will submit written requests for the fill of nominative IMA positions to Cdr, ARPERCEN (ATTN: ARPC-MOI), based on current and/or projected position vacancies. All requests should be accompanied by an appropriate job description which provides sufficient information for ARPERCEN personnel managers to identify and select potentially qualified candidates for consideration.

(b) On receipt of an appropriate written request, ARPERCEN

will prepare and provide a list of potential candidates to the proponent agency for review and consideration. Nomination packets will include a current (not more than 1 year old) ORB and/or biographical summary for officers, or a DA Form 2-1 or DA Form 2A/2B, PQR for enlisted soldiers. In addition, for Army Medical Department (AMEDD) nominations, ARPERCEN will provide current registration, certification, and licensure information and/or any other information which may be required by U.S. Army Medical Command, to establish a nominee's professional qualifications and credentials.

(c) IMA proponent agencies will advise ARPERCEN of a nominee's acceptance or rejection, in writing, within 45 days. Should the proponent agency fail to respond by the established suspense date, ARPERCEN will assume concurrence and finalize the assignment of the soldier they consider to be the best qualified for the position. They will issue IMA assignment orders. In such cases, removal action will not be considered until after the soldier has completed one period of AT and a formal performance evaluation report has been rendered.

(d) Should a proponent agency reject a list of nominees submitted by ARPERCEN and advise ARPERCEN accordingly within the time frame specified above, ARPERCEN will again attempt to provide the command/agency with another list of potentially qualified candidates within 60 days. This process will be repeated until such time as either a qualified soldier is found and accepted by the IMA proponent agency, or, the proponent agency advises ARPERCEN to terminate its search for a qualified candidate and deletes the requirement from its documents.

(4) Procedures to fill FEMA IMA positions are as follows:

(a) Nominations for assignment to FEMA IMA positions will be processed only after a request for fill has been received by ARPERCEN from the FEMA region which specifically designates the duty location of the position to be filled. Since the FEMA budget does not permit payment of travel and per diem, soldiers nominated for FEMA positions must reside within reasonable commuting distance of the duty location unless this requirement is waived by the FEMA regional headquarters.

(b) FEMA liaison officers are assigned to IMA positions on the MOBTDA's of the continental United States armies (CONUSAs). They are not FEMA IMAs.

(c) Soldiers assigned to the IRR/IMA may be further attached on orders to FEMA offices and perform duty for retirement point credit. These soldiers are required to reside within a reasonable commuting distance of their duty location and must perform 24 IDT periods per year for retirement point credit. All IDT performance performed by these soldiers must be appropriately documented on DA Form 1380 (Record of Individual Performance of Reserve Duty Training) and annual performance evaluations are required.

(d) IRR soldiers are not authorized to perform AT or ADT with FEMA, nor are they considered to be FEMA mobilization assets and will not report to FEMA during a national emergency or disaster.

(e) All duty performed by IMA soldiers attached to FEMA, must be appropriately documented on DA Form 1380. An annual performance evaluation report (OER/NCO-ER) is required. Performance evaluations for these soldiers will be rendered annually based on the anniversary date of their attachment to FEMA.

(5) Procedures to fill Judge Advocate positions are as follows:

(a) OTJAG is responsible for assigning personnel to Judge Advocate IMA positions, (10 USC 806) (Uniform Code of Military Justice, Article 6).

(b) Selection of JA officers for assignment and coordination of nominations and assignments with ARPERCEN and HQDA agencies, will be made through the Office of the Judge Advocate General, Guard and Reserve Affairs Department, Charlottesville, VA 22903-1781.

(c) Only qualified Judge Advocate General's Corps officers will be assigned to Judge Advocate positions (AOC 55A and 55B).

(d) Judge Advocate officers will not be assigned to non-JAG positions without OTJAG approval.

c. Overseas, (outside continental United States (OCONUS)).

(1) IMA assignment and reassignment positions will be filled by

qualified IRR members residing "in country" or as close as geographically possible to the designated duty station. When no qualified reservists can be located in the OCONUS geographical area, qualified reservists residing in CONUS may be assigned to overseas positions by ARPERCEN.

(2) To the maximum extent possible, the following criteria will be applied when OCONUS IMA positions are to be filled by reservists residing in CONUS:

(a) European positions should be filled by qualified reservists residing on or near the east coast of the United States.

(b) Pacific positions should be filled by qualified reservists residing on or near the west coast of the United States.

(c) U.S. Southern Command positions should be filled by qualified reservists residing in or near the southern or Gulf states.

d. Officers and warrant officers.

(1) AR 135-156 contains information pertaining to the assignment, reassignment, and promotion of IMA general officers.

(2) To be considered for IMA positions, officers and warrant officers must be in, or must be eligible for, assignment to the IRR. They must also be qualified for appointment in the USAR under AR 135-100 and otherwise meet the administrative eligibility criteria established in this regulation.

(3) Ideally, officers and warrant officers will hold the same grade, or be one grade lower than the authorized grade of the documented IMA position. Following promotion, temporarily overgrade officers may be retained in their position for up to 1 year. After this, they must be reassigned or be removed from the IMA Program unless an exception to policy is requested and granted by OCAR. Similarly, officers will not be initially assigned to any position in an overgrade status without an approved exception to policy.

(4) Officers and warrant officers will possess the required MOS/AOC of the designated position. Substitutions must conform to the guidelines established in AR 140-10 and AR 611-101 and should be made only when an officer or warrant officer with the required MOS/AOC is not available.

e. Enlisted soldiers.

(1) As a general rule, IMA requirements on TAADS documents should not be designated for fill by enlisted soldiers below the rank of sergeant (E-5). This is to ensure that soldiers selected to fill IMA positions have already demonstrated an appropriate level of technical, tactical, and leadership skills.

(2) Enlisted soldiers will not be assigned to an IMA position with an authorized grade lower than the soldier's actual grade. However, IMA enlisted position requirements may be filled with soldiers one grade below the required grade of the position with the consent and approval of the IMA proponent agency.

(3) Enlisted soldiers who become overgrade in their IMA position through promotion may remain assigned in an overgrade status for no more than 1 year. After 1 year they must be realigned and/or reassigned to another appropriate IMA position or be removed from the IMA program. This is unless an exception to policy is requested and approved by OCAR.

(4) Enlisted soldiers must possess the MOS required by the IMA position to which they are assigned unless an exception to policy is requested and approved by OCAR. Substitutions within a career management field will conform to the guidelines in AR 611-201.

(5) Selection, assignment, and utilization of IMA command sergeants major is governed by AR 135-205.

f. Removal.

(1) IMA soldiers may be removed from their positions for the following reasons:

(a) Failure to fulfill the minimum mandatory training obligation of the program, for example, 12 days of AT per year with their assigned proponent agency.

(b) Failure to maintain an acceptable standard of duty performance to include failure to maintain appropriate height/weight and physical fitness standards per AR 600-9 and FM 21-20. In such cases, IMA proponent agencies should immediately notify ARPERCEN of substandard performance or when an assigned IMA soldier fails to meet prescribed height/weight and Army Physical Fitness

Test standards. ARPERCEN will then advise proponent agencies of the appropriate actions required to issue a bar to reenlistment or remove the soldier from the IMA Program based on current regulations.

(c) Relocation to OCONUS for a period of 1 or more years. OCONUS IMA positions are exceptions to this policy.

(d) At the request of the proponent agency with proper justification such as documented evidence of IMA's failure to meet Army height/weight standards.

(e) At the request of the soldier.

(f) Failure to obtain or maintain the necessary security clearance and/or other mandatory qualifications required by the position.

(g) Promotion to a grade above that authorized for the IMA position.

(h) A MOBTDA/MTOE change which deletes an IMA requirement to which a soldier is currently assigned. In this regard, proponent agencies are encouraged to notify ARPERCEN of any pending changes to their TAADS documents as soon as possible. This will allow for appropriate personnel reassignment/removal actions in a timely manner.

(i) For tenure and/or career development purposes at the discretion of the CG, ARPERCEN. However, all "tenure" removals will be coordinated by ARPERCEN with the proponent agency.

(j) Failure to achieve requisite professional schooling, for example, Noncommissioned Officer Education System, Officer Advanced Course, C&GS, and so on.

(2) Removal from an IMA assignment for unsatisfactory or substandard performance may also serve as the basis for removal from the Ready Reserve.

(3) Removal of Army Medical Department (AMEDD) officers from IMA positions is governed by AR 140-10, chapter 7.

3-2. Promotion

a. Promotion of officers is governed by AR 135-155.

b. Promotion of enlisted soldiers is governed by AR 140-158, chapter 5.

3-3. Finance and disbursing

a. IMA AT/ADT pay, allowances, and travel:

(1) FEMA soldiers will be paid either by HQDA Finance and Accounting Officer, Military District of Washington or, the Defense Finance and Accounting Service (DFAS-IN), Indianapolis Center, IN (FEMA CSPD IMAs only).

(2) All other IMA soldiers will be paid by the Defense Finance and Accounting Service (DFAS-IN), Indianapolis Center, Indianapolis, IN.

b. DIMA IDT PAY.

(1) ARPERCEN IMA Division (ARPC-MOI-SD) has the Joint Service Software — Reserve Components (JSS-RC), Reserve Component Pay Support Office (RCPSO), for the DIMA program.

(2) Servicemen's Group Life Insurance (SGLI) coverage is authorized for DIMAs. Prior to assignment to a DIMA position, soldiers will receive a packet of forms which must be completed for accession into JSS-RC. RC soldiers previously covered by SGLI will be terminated and then reinstated as DIMAs. This will stop the semiannual billing required to collect previous premiums. SGLI premiums will be automatically deducted from the DIMAs IDT pay.

(3) For pay procedures all DIMAs, regardless of residence, will be processed into JSS-RC by ARPERCEN. Finance forms are to be returned to ARPC-MOI-SD within 72 hours of receipt. Proponent agencies will determine training dates, prepare DA Form 1380 and certify satisfactory IDT performance. Certifying officers or their designated representatives must have a DD Form 577, (Signature Card), on file with the ARPERCEN IMA Division.

(4) Pay certification is as follows:

(a) IMA proponent agency heads or their designated representatives will certify all IDT performance on DA Form 1380.

(b) As IDT performance is certified, copies 1 and 2 of the DA Form 1380 will be forwarded to ARPERCEN (ARPC-MOI-SD) within 72 hours of duty completion. Copy 3 will be given to the soldier for his or her personal records. ARPERCEN

will verify the accuracy of all submissions as well as the validity of the certifying official before processing and forwarding data input to the Defense Finance and Accounting Center (DFAS-IN), Indianapolis, IN. On receipt of proper documentation from ARPERCEN, DFAS will forward pay for IDT performed by check to the address specified by the DIMA and/or by Electronic Fund Transfer to the financial institution designated by the soldier.

(c) Travel expenses to and from a duty location as well as those incurred at IDT sites are not reimbursable. However, DIMAs may be authorized to perform temporary duty once they have reported to their designated duty station so long as such funding is provided by their parent proponent agency using their own Operation &Maintenance Army funds.

(5) For pay administration IMA proponent agency heads are responsible for —

(a) Ensuring that DIMA soldiers are authorized to perform additional periods of IDT for pay. ARPERCEN will issue a separate assignment order to confirm a soldier's eligibility to participate in the DIMA Program. DIMAs will not be authorized to perform IDT until they have completed and returned their pay packets to ARPERCEN and received appropriate DIMA assignment orders. These orders will be annotated with the statement: "DRILLING IND MOB AUG PRGM-PAY CAT B. XX PERIODS OF IDT AUTHORIZED." This specified number of authorized IDT periods for pay is not to be exceeded.

(b) Ensure accuracy of IDT attendance documentation.

(c) Forward DA Forms 1380 within 72 hours following completion of the last IDT period performed to Commander, ARPERCEN, ATTN:ARPC-MOI-SD, 9700 Page Blvd., St. Louis, MO 63132-5200. (Note:for FEMA CPSD IMAs, unit technicians will forward DA Forms 1380 to Commander, ARPERCEN, ATTN:ARPC-ZOC-F for records update purposes and subsequent delivery to ARPC-MOI-SD for processing.)

(d) Ensure their DIMAs perform their authorized periods of IDT per AR 140-1.

(e) Assist their DIMA soldiers with pay inquiries if necessary. In resolving pay issues, authorized proponent agency representatives are encouraged to coordinate directly with the ARPERCEN IMA Division (ARPC-MOI-SD), which has primary responsibility for all DIMA pay issues. (Toll-free telephone number is 1-800-245-8466.)

(f) Inform DIMAs of current policies and procedures that may affect their entitlements, frequency or manner of payment.

(6) *Pay inquiries:*

(a) DIMAs may submit written pay inquiries to Commander, ARPERCEN, ATTN: ARPC-MOI-SD, 9700 Page Blvd, St. Louis, MO 63132-5200 or they may call 1-800-245-8466 to speak to their designated analyst.

(b) Pay inquiries submitted through proponent agencies should be forwarded to ARPERCEN on a DA Form 200, (Transmittal Record) to the above address. ARPERCEN IMA Division will resolve pay problems as they occur. The JSS-RC system will generate IDT payments.

(c) DFAS is responsible for IDT pay.

(d) Nonreceipt of a DIMA pay entitlement or incorrect checks will be resolved by the ARPERCEN IMA Division, Support Branch, DIMA Section.

(e) For collection of overpayments IMA proponent agencies will instruct DIMAs not to send personal checks either to their agencies or to ARPERCEN to settle debts. Personal checks will only be sent to DFAS in response to an official collection letter. However, any personal checks received by either the JSS-RC RCPSO or IMA proponent agencies will be forwarded to Director, DFAS-IN, ATTN: Cashier Branch, P.O. Box 16028, Ft. Benjamin Harrison, Indianapolis, IN 46216-0028. All such personal checks should be made payable to the "U.S. Treasury."

c. *SGLI coverage.* All DIMA soldiers, including FEMA and Selective Service IMAs, are authorized full SGLI coverage if they elect this option. SGLI premiums are automatically deducted from the soldier's IDT pay by DFAS.

3-4. Performance evaluations

a. Guidelines for preparing annual performance evaluation reports for IMA soldiers are found in AR 623-105 (officer) or AR 623-205 (enlisted) respectively. Both regulations are contained in the Evaluations Update Handbook.

b. Annual performance evaluations are required for all IMA soldiers including Selective Service and FEMA IMA soldiers. Annual performance evaluations will be prepared and submitted as follows:

(1) For regular IMA soldiers (for example, those who perform only 2 weeks of AT per year) - Evaluation reports will be prepared and submitted to ARPERCEN NLT 90 days following completion of the soldier's AT period.

(2) For DIMA soldiers (those who are authorized to perform additional periods of IDT, for pay, in addition to their 2-week AT) - Evaluation reports will be prepared and submitted annually NLT 90 days following the anniversary date of the soldier's assignment to the DIMA position. DIMA performance evaluations will include both AT and IDT periods of duty. However, DIMAs who are required to perform AT in an "in lieu of" status which requires a different rating chain may be given separate evaluations for their AT and IDT performance. Overall responsibility for the proper coordination and completion of annual performance evaluations per published regulatory guidance rests with the DIMAs proponent organization.

c. Annual evaluations are required for all FEMA IMAs and will include their AT and IDT (points only) periods. OERs are due NLT 90 days following the anniversary date of the officer's assignment. NCO-ERs are due each November for soldiers in the rank of SGT(E-5); October for soldiers in the rank of SSG (E-6); September for soldiers in the rank of SFC (E-7); and, August for soldiers in the ranks of MSG (E-8) and SGM (E-9).

3-5. Personnel records maintenance

a. ARPERCEN will maintain the official military personnel files (OMPF), Military Personnel Records Jackets (MPRJ), and career management individual files (CMIF) for all IMA soldiers per AR 600-8-104.

b. To the extent necessary and in the manner permitted by law, policy, and other regulations, IMA proponent agencies may maintain convenience personnel files on their assigned IMAs for internal personnel management purposes.

c. AMEDD ONLY. The proponent agency will be responsible for maintaining practitioner credential files of assigned IMA AMEDD officers per AR 40-68.

3-6. Career management support

a. ARPERCEN will provide centralized career management support for all IMA soldiers and assign a dedicated PMO and/or PMNCO to assist IMA soldiers.

b. ARPERCEN PMOs and PMNCOs will guide and assist IMAs with their professional development education, personnel administration, development, and retirement points accounting. PMOs and PMNCOs will serve as the IMA soldiers primary point of contact with ARPERCEN.

Chapter 4 Training

4-1. Purpose

a. The primary purpose of IMA peacetime training is to prepare soldiers to perform their designated mobilization duties immediately on order to active duty. A secondary purpose of peacetime training is to maintain and enhance an IMA soldier's overall military proficiency through the achievement of mandated levels of professional development education and other specific job related training.

b. Benefits accruing to an organization by virtue of an IMA soldier's assignment are considered to be training by-products which will receive the lowest priority consideration in the overall

training management and funding process. In this regard, IMA soldiers are not to be used to meet an organization's peacetime manpower shortages or to perform routine peacetime administrative and organizational missions.

c. Organizations which may periodically require peacetime personnel augmentation and wish to use qualified Reserve component soldiers for this purpose should seek such augmentation through the use of active duty for special work (ADSW) or temporary tours of active duty (TTAD). Specific policies and procedures governing the use of ADSW and TTAD are found in AR 135-200 and AR 135-210 respectively.

4-2. Training objectives

a. The basic training objectives which serve as the primary focus for all ARPERCEN PMOs and PMNCOs are to —

(1) Provide every IMA soldier with one 12-day AT period per year with the IMA proponent agency to which they are assigned.

(2) Provide each IMA with an opportunity to perform any mandatory PDE training which they may require for promotion consideration purposes.

(3) Provide additional job related skill training as may be requested, required, and affordable within annual program funding limitations.

b. All training objectives are to be pursued and accomplished through close and continuous communication and coordination between the soldier, their IMA proponent agency, and their designated PMO/PMNCO at ARPERCEN.

4-3. Annual training (AT)

a. AT for IMAs is normally limited to 12 days per year plus allowable travel time. AT periods will normally begin on Monday of the first week and end on Friday of the second week. Only one 12-day AT period is authorized per fiscal year unless specific exceptions are granted as outlined below.

(1) Subject to the availability of funds, IMA soldiers may be allowed to perform up to 19 days of AT excluding travel time, when a particularly valuable training opportunity presents itself such as a scheduled command or mobilization exercise. Under these circumstances, proponent agencies may request an exception to policy from Commander, ARPERCEN (ATTN: ARPC-MOI) to allow their assigned IMA soldiers to participate in such exercises to maximize training benefit.

(2) If a proponent agency needs a Reserve soldier for more than 19 days, the agency should request that the soldier be ordered to an Active Duty for Special Work or a Temporary Tour of Active Duty status for the time period beyond the 19-day AT limit. The request should be submitted through appropriate command channels to HQDA (ATTN: DAAR-PE). It must be done at least 90 days before the requested start date. All requests will be considered and approved on a case-by-case basis predicated on the perceived benefit of such training and the availability of funds.

b. All AT periods are to be scheduled by the proponent agency in direct coordination with the soldier and ARPERCEN. Every IMA soldier should be informed of their scheduled AT period at least 60 days in advance of such training.

c. All requests for individual orders for normal AT should be received by ARPERCEN at least 60 days in advance of the desired start date and NLT 31 March of each year per AR 135-200. A DA Form 2446, will be completed by the IMA proponent agency and submitted to: Commander, ARPERCEN, ATTN: ARPC-MOI-SO, 9700 Page Blvd, St. Louis, MO. 63132-5200.

d. IMA soldiers must meet the height/weight and APFT standards and requirements of AR 600-9 and FM 21-20 when reporting for AT. The IMA proponent agency will coordinate with CG, ARPERCEN regarding those soldiers who fail to meet these standards. Based on the circumstances, ARPERCEN will appropriately advise proponent agencies of the required actions which will need to be taken to either issue a bar to reenlistment or remove the soldier from the IMA position.

4-4. Fragmented AT

a. Fragmented AT is authorized for IMA general officers, as well as those IMA soldiers assigned to the Selective Service System(S3) and FEMA, including those IMA soldiers assigned to FEMA Civil Preparedness Support Detachments (CPSD). These IMA soldiers are allowed to perform up to three increments of AT per year. However, the total training time, excluding travel time may not exceed 15 days for general officer and FEMA IMAs, and 13 days for Selective Service IMAs.

b. Other IMA soldiers who wish to perform fragmented AT for cogent reasons may submit a written request through their chain of command to HQDA (DAAR-PE) for appropriate consideration. All such requests must be fully justified and favorably endorsed by the soldier's chain of command. All requests for fragmented AT will be considered on a case-by-case basis as an exception to policy and will be approved/disapproved based on the availability of funds.

4-5. Inactive duty training (IDT) for pay

a. As a matter of policy and based on historical funding constraints, all soldiers assigned to DIMA positions, except for Selective Service and FEMA CPSD positions, will initially be allowed to perform only 24 periods of IDT, for pay, each fiscal year, unless additional periods of IDT are specifically authorized by OCAR.

b. IMA proponent agencies which require DIMA soldiers to perform more than 24 periods of IDT per year, for pay, must specifically request such authorization from OCAR. All requests must be fully justified based on the importance of the position to the overall mobilization mission of the proponent agency. All requests must be submitted through appropriate command channels to HQDA(DAAR-PE) for appropriate consideration and approval.

c. The scheduling and performance of all authorized IDT periods by DIMA soldiers is to be coordinated directly between the soldier and their assigned proponent agency. DIMA IDT schedules should appropriately consider the soldier's personal availability as well as the proponent agency's overall mission requirements. This policy is intended to provide proponent agencies with maximum flexibility in managing and training their assigned DIMA soldiers. Proponent agency chiefs are encouraged to schedule and distribute all authorized IDT periods throughout the year to achieve desired training, continuity and proficiency goals for their assigned DIMA soldiers.

d. The performance and duration of all IDT periods performed by IMA soldiers for pay, and/or retirement point credit, or both, is governed by the rules outlined in AR 140-185, table 2-1, as well as AR 140-1, paragraph 3-4. These regulations outline the specific requirements which must be met for pay and/or the award of retirement point credit, or both.

e. Under these provisions, DIMA soldiers, must perform satisfactorily a minimum of one 4-hour training assembly to receive credit for 1 day's pay and one retirement point. However, retirement point credit only may be awarded to IMA soldiers who satisfactorily perform authorized periods of duty of less than 4 hours per the rules outlined in AR 140-185, table 2-1.

f. All IMA IDT performance, for pay and/or retirement point credit, must be appropriately documented on DA Form 1380 per AR 140-185, paragraph 3-3. IMA proponent agencies are required to prepare and submit DA Form 1380 to ARPERCEN within 72 hours following the completion of such training to authorize payment and the award of retirement point credit, or both.

4-6. Training for retirement points only

a. IMA proponent agencies may assign additional projects to their IMA soldiers to complete, with their consent, FOR RETIREMENT POINT CREDIT, per AR 140-1 paragraph 3-27 and AR 140-185, table 2-1. Such projects should be directly related to the mission, organization, function and activities of the soldier's organization and otherwise support the soldier's individual training and development plan.

b. Within 72 hours of satisfactory completion of such projects, proponent agencies must complete and submit DA Form 1380 to ARPERCEN for appropriate retirement point credit. Such credit will be awarded according to AR 140-185, table 2-1.

c. The assignment of classified projects is permissible but must be safeguarded under AR 380-5.

d. IMA proponent agencies are encouraged to provide their IMA soldiers with every opportunity to perform additional training projects FOR RETIREMENT POINTS to help them maintain proficiency and earn sufficient retirement points (50) to earn a qualifying retirement year.

4-7. Individual training

a. IMA training should be primarily focused on an augmentee's specific mobilization duty assignment. However, individual training plans should also seek to maintain and enhance a soldier's overall technical and tactical proficiency.

b. Working with their proponent agency and their ARPERCEN personnel manager, IMA soldiers are encouraged to take maximum advantage of all of the other training opportunities which are offered by the various organizations and activities listed below:

- (1) IMA detachments.
- (2) U.S. Army Reserve Forces schools.
- (3) Attachment to a local Reserve component unit for additional training and retirement point credit.
- (4) Enrollment in Armed Forces extension courses.
- (5) Attendance at Army service and area schools.
- (6) Participation in other special training projects.

c. IMAs may also request to perform periods of ADT in addition to their normal AT when such training would clearly contribute to their military proficiency in their current assignment. All ADT requests must be submitted by the soldier using DA Form 1058-R, through their proponent agency to ARPERCEN for approval. IMA proponent agencies will comment on the appropriateness of the training request, recommend approval/disapproval and forward the request through HQDA (DAAR-PE) to Commander ARPERCEN, ATTN: ARPC-OPM-P for officers, or ARPC-EPO for enlisted soldiers. OCAR/ARPERCEN will consider and approve or disapprove each request for ADT on a case-by-case basis, based on justification and availability of funds.

d. IMAs may also apply for TTAD and/or ADSW tours as such requirements may be announced. However, all requests for TTAD/ADSW must be submitted through, and approved by the soldier's proponent agency before being forwarded to HQDA OCAR (DAAR-PE) (for final consideration, coordination, and/or approval per applicable regulations. Proponent agencies should be aware that once an IMA soldier has been approved for a contingency TTAD tour, the completion of such tours may take priority should it later become necessary to involuntarily order IMA soldiers to active duty for an emerging crisis.

4-8. Professional development and education(PDE)

a. Normally, ARPERCEN funds all mandatory PDE training required by IMA soldiers to achieve promotion eligibility. Every effort will be made to provide IMAs with the opportunity to perform not only their required 2 weeks of AT with their organization each year, but also provide them with an opportunity to attend those PDE courses they specifically need to meet mandatory education requirements for promotion.

b. Should program funding shortfalls prohibit the funding of both AT and mandatory PDE in the same fiscal year, IMA proponent agencies should allow their assigned IMA soldiers to complete PDE in lieu of their AT.

c. Direct coordination between the soldier, the proponent agency, and ARPERCEN, on all matters pertaining to mandatory PDE training, and promotion eligibility requirements, is authorized and encouraged.

Chapter 5 Mobilization

5-1. General

a. As part of the Selected Reserve, IMA soldiers may be involuntarily ordered to active duty in time of war or national emergency when declared by Congress or by the President under sections 672 or 673, title 10, U.S. Code.

b. IMA soldiers may also be involuntarily ordered to active duty before M-day, under 10 USC 673 b, PSRC authority.

c. In each instance, IMA soldiers are expected to report for duty as soon as possible, normally within 72 hours, when notified by proper authority. However, proponent agencies may authorize delays in reporting for no more than 30 days for valid reasons.

5-2. Mobilization procedures - involuntary recall to active duty

a. PSRC Authority (S-DAY).

(1) Under 10 USC 673 b, the President may involuntarily order up to 200,000 members of the Selected Reserve from all Services to active duty for an initial period up to 270 days, other than during war or national emergency.

(2) Under PSRC, all IMA soldiers, as members of the Selected Reserve, should be considered immediately available for mobilization by their assigned organization. However, the actual number of IMA soldiers who can be activated under PSRC may be limited by DOD and/or HQDA imposed strength ceilings. PSRC strength ceiling limitations will be appropriately announced by DOD and HQDA.

(3) Organizations which need to activate their assigned IMA soldiers either before or during a PSRC, must request approval through their proponent agency. All requests must be approved, endorsed, and forwarded to HQDA DCSOPS (DAMO-ODM), with information copies furnished to HQDA (DAPE-MO) and (DAAR-PE). (Joint commands will request activation of their assigned IMA soldiers through OJCS. OJCS approved requests for the activation of Army IMA soldiers will then be forwarded to HQDA DCSOPS (DAMO-ODM) for appropriate action.)

(4) If DOD and HQDA have approved the inclusion of IMA soldiers under PSRC, proponent agencies will be notified as to how many of their IMA soldiers they may activate. On receipt of HQDA approval, proponent agencies will notify ARPERCEN, as well as their IMA soldiers, and order them to report for duty.

(5) On receipt of HQDA guidance, ARPERCEN will issue appropriate orders and instructions for those specifically requested IMA soldiers to report immediately to their assigned duty location using all available commercial means.

(6) If IMAs are not approved for inclusion during an initial PSRC, proponent agency requests will be held in abeyance by HQDA pending future developments unless the request is sooner withdrawn by the command itself.

b. Partial mobilization (T-DAY).

(1) Under 10 USC 673 b, the President may involuntarily order up to one million reservists from all services to active duty for a period of up to 2 years.

(2) Under Partial Mobilization, IMA proponent agencies will follow the same procedures outlined in paragraph a(3) above to activate some or all of their assigned IMA soldiers.

c. Full Mobilization (M-DAY).

(1) On declaration of full mobilization, all IMA soldiers will be ordered to active duty as per their assignment orders.

(2) While the responsibility for personal notification during full mobilization will still remain with the soldiers' proponent agency, individual notification efforts will also be augmented by ARPERCEN and mass media announcements.

5-3. Voluntary active duty tours

a. As members of the Selected Reserve, IMA soldiers may volunteer to serve on periods of temporary active duty during peacetime, and/or during times of crisis to support any outstanding personnel requirements which may arise as a result of a developing

military operation. While IMA soldiers may volunteer to perform such tours of active duty, these tours will not be approved without the express written consent of the soldier's unit of assignment.

b. IMA soldiers who are interested in volunteering for TTAD in support of authorized Active Army missions must apply through command channels per the procedures outlined in AR 135–210, chapter 3.

c. IMA soldiers who are interested in volunteering for ADSW in support of authorized Reserve component missions must apply through command channels under procedures specified in AR 135–200 chapter 6.

d. Under no circumstances will IMA soldiers be permitted to perform any tour of active duty during peacetime and/or wartime with any organization other than their own, without the express written consent of their IMA proponent.

Appendix A References

Section I Required Publications

AR 135–100

Appointment of Commissioned and Warrant Officers of the Army. (Cited in para 3–1.)

AR 135–200

Active Duty for Training, Annual Training, and Active Duty for Special Work of Individual Soldiers. (Cited in para 4–1*c*.)

AR 135–210

Order to Active Duty as Individuals During Peacetime. (Cited in para 4–1*c*.)

AR 140–1

U.S. Army Reserve- Mission, Organization, and Training. (Cited in para 1–6*b*.)

AR 140–10

Assignments, Attachments, Details, and Transfers. (Cited in para 1–5*f*.)

AR 140–185

Training and Retirement Point Credits and Unit Level Strength Accounting Records. (Cited in para 1–5*f*.)

AR 310–49

The Army Authorization Documentation System. (Cited in para 1–5*c*.)

AR 611–101

Commissioned Officer Specialty Classification System. (Cited in para 2–3*d*.)

AR 611–112

Personnel Selection and Classification (Cited in para 2–3*d*.)

AR 611–201

Enlisted Career Management Fields and Military Occupational Specialties. (Cited in para 2–3*d*.)

AR 623–105

Officer Evaluation Reporting System. (Cited in para 3–4*a*.)

AR 623–205

Enlisted Evaluation Reporting System. (Cited in para 3–4*a*.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 40–68

Quality Assurance Administration

AR 71–14

Force Development

AR 135–156

General Officers Assignments, Promotions, Retention in and Removal from an Active Status.

AR 140–158

Enlisted Personnel Classification, Promotion and Reduction.

AR 380–5

Department of the Army Information Security Program.

AR 570–4

Manpower Management.

AR 600–9

The Army Weight Control Program

FM 21–20

Physical Fitness Training

Section III

Prescribed Forms

There are no entries in this section.

Section IV

Referenced Forms

DA Form 2–1

Personnel Qualification Record-(Part-II)

DA Form 2A

Personnel Qualification Record, Part I-Enlisted Peacetime

DA Form 2B

Personnel Qualification Record, Part I-Warrant Officer-Peacetime

DA Form 200

Transmittal Record

DA Form 1058–R

Application for Active Duty For Training, Active Duty For Special Work, and Annual Training For Soldiers of the Army National Guard and U.S.Army Reserve.

DA Form 2446

Request For Orders

Glossary

Section I Abbreviations

ALO

Authorized Level of Organization

ARNG

Army National Guard

ARPERCEN

U.S. Army Reserve Personnel Center

AT

annual training

C-DAY

Unnamed day deployment operations commence.

CAR

Chief, Army Reserve

CCH

Chief of Chaplains

CONUSA

Continental United States Army

D-DAY

Beginning of contingency operations or of hostilities.

DIMA

Drilling individual mobilization augmentee

DOD

Department of Defense

HQDA

Headquarters, Department of the Army

IDT

inactive duty training

JAG

Judge Advocate General

IMA

Individual Mobilization Augmentation
Individual mobilization augmentee

IRR

Individual Ready Reserve

M-DAY

Day on which FULL MOB is declared.

MACOM

major Army command

MOBTDA

Mobilization Table of Distribution and Allowance

MOS

military occupational specialty

MTOE

Modified Table of Organization and Equipment

MUTA

Multiple Unit Training Assembly

RC

Reserve components

S-DAY

Day on which Presidential Selected Reserve Call-up (PSRC) is declared under 10 USC 673 *b*

SSI

Specialty Skill Identifier

T-DAY

Day on which Partial MOB is declared

TAADS

The Army Authorization Document System

TDA

Table of Distribution and Allowances

TSG

The Surgeon General

USAR

U.S. Army Reserve

USAREC

U.S. Army Recruiting Command

USARC

U.S. Army Reserve Command

USC

United States Code

UTA

unit training assembly

Section II Terms

Inactive duty training (IDT)

Training which is scheduled and performed by IMA soldiers with their assigned IMA proponent agency per AR 140-1. IDT may be performed for pay and/or for retirement point credit only. (See unit training assembly (UTA) and multiple unit training assembly (MUTA) below for additional information.)

Individual Mobilization Augmentation detachment

An organization established by a CONUSA, MACOM, or an overseas area command at the request of IMAs who reside in a specific community to provide them with a means for performing IDT for retirement points.

Individual mobilization augmentee

An individual in the IMA Program who is assigned to an IMA position authorized on an Active Army or other agency MOBTDA or MTOE.

Proponent agency

Active Army, DOD, or other Federal organization that is responsible for designating mobilization required positions suitable for fill by IMA soldiers per AR 310-49, The Army Authorization Document System (TAADS).

Multiple unit training assembly

Two unit training assemblies conducted consecutively by IMA soldiers for pay, or for retirement point credit, or both.

Unit training assembly

An authorized and scheduled training period of at least 4 hours for which an IMA soldier may be authorized at least 1-day's pay, one retirement point, or both.

Section III

Special Abbreviations and Terms

This section contains no entries.

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